

ARIZONA DEPARTMENT OF AGRICULTURE

SUBSTANTIVE POLICY STATEMENT

PSD 5.25, Seed Crops – Application and Field Inspection Record Guidelines

A.R.S. § 41-1091(B) Notice

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

Arizona Department of Agriculture
POLICY AND PROCEDURE

Seed Crops - Application and Field

Inspection Record Guidelines

SECTION

5.00

CHAPTER

A

NUMBER

5.25

EFFECTIVE DATE

24 Jan 94

DIRECTOR'S SIGNATURE

[Handwritten Signature]

The applicant submits a pre-notification form which can be obtained from an ADA office in their county, to the Seed Program Specialist. After the notification has been reviewed by the Ag Lab Bio Section and the seed program specialist, the applicant will be notified with all requirements where ADA can perform both inspection training and field inspections.

The applicant obtains an application for Phytosanitary Field Inspection of Seed Crop For Export and Field Inspection Records from local ADA District Office. The applications must be completely filled out, signed and all copies returned to the district office within 2 weeks of planting. The field inspection record is to have only the top half completely filled out and all copies returned to the district office along with the application.

APPLICATION

Applicant and address:

The name of the person or company submitting the application along with their address, physical address preferably.

Serial No.

In the interim, use this space for total number of acres

Kind of Seed

List the kind of seed to be exported

Variety

List the variety of the kind of seed to be exported

Lot No.

List the stock seed lot number of seed to be harvested. **CAUTION:** if multiple fields having the same lot number are listed and a specific field is rejected because of a seed borne disease, then the other fields become suspect and may be rejected. If multiple lot numbers are used and are all planted in the same field, then all lot numbers will be rejected. If each field has a separate lot number, then each field must have a separate application.

For vegetable seed, list both the stock seed and harvest seed lot number. The harvest lot number is to be placed in the acres space.

Acres

In the interim, use this space for the harvest seed lot number.

Grower

Name of the person, farm or company growing the seed crop

County

Enter the county in which the seed crop is grown

Date

Enter the date the application is submitted to the Department of Agriculture's district office.

Countries of export

Enter "Blanket" if a pre-notification form has been submitted and approved. If no pre-notifications has been made then each country must be listed.

Field Location

Enter the descriptive location of the field. DO NOT use vague or too general a description.

Seed Treatment

Leave blank

Amount of Treatment

Leave blank

Approximate Planting Date

Enter the date that the seed crop is scheduled for planting.

Approximate Harvest Date

Enter the date that the seed crop is scheduled to be harvested.

The seed representative signs the application and submits the application to the Department of Agriculture district office in the county where the seed crop is being grown.

If there is no problem, the district office will review, sign, date the application and distribute the copies of the application and field inspection record to the appropriate office.

FIELD INSPECTION REPORT

The map on this form is one section (640 acres) and each square is 40 acres.

Program

Please check the applicable box to indicate what agricultural commodity is to be inspected.

Application No.

Enter the number found on the upper right area of the application

Grower/Owner

Enter name of the grower or owner of the seed crop.

Address

Enter the address of the grower or owner.

Legal Description

Enter the legal land description where the field is located. Example: SE4 SE4 Sec 10
Twn 8S Rng 20W, Co. Yuma

Also, include a physical location of the field (i.e., map)

Crop/Var

Enter the kind and variety of seed crop

Acres

Enter total acres of fields. Should match legal description.

Harvest Lot

Enter lot number of seed crop.

Planting Date

Enter the date the seed crop is scheduled for planting.

The remaining bottom half of the form is to be completed by the person inspecting the field.

It is allowed to use one application for numerous fields providing the fields contain the same kind, variety, and lot number and all the fields are in the same county.

In the event the fields are located in different counties, separate applications and field inspection records must be submitted for each county. Again - for one application all fields covered under that application must be of the same kind, variety and lot number.

Also, each field inspection record must include an additional number along with the application number. Example: 10 fields, ONE application 18501, ONE lot number.

1. 1st field inspection record: 18501-1
2nd field inspection record: 18501-2
3rd field inspection record: 18501-3
and so forth.
2. When using one application and numerous field inspection record forms, please enter "See attached maps" in the field location section of the application.

CAUTION: By using this method, if a specific field is rejected the remaining fields then become suspect and may be rejected if seed borne disease or found infested. Inspectors are to inform grower and seed company if disease or infestation is found (field determination). If lab determination, notices will come from the seed program specialist.



ARIZONA DEPARTMENT OF AGRICULTURE

1688 WEST ADAMS • PHOENIX, ARIZONA 85007 • (602) 542-4373

No 18501

APPLICATION FOR PHYTOSANITARY FIELD INSPECTION OF SEED CROP FOR EXPORT

Applicant (Company)			Serial No.
Address			
Kind of Seed	Variety	Lot No.	Acres
Grower		County	Date
Countries of Export		Field Locations	
Seed Treatment	Amount of Treatment	Approx. Planting Date	Approx. Harvest Date

Export Requirements:

SEED MOVEMENT

APPLICANT SHALL CONTACT THIS DEPARTMENT IF ADDITIONAL PESTS OTHER THAN THOSE LISTED ARE LISTED IN THE OFFICIAL IMPORT PERMIT GRANTED BY THE RECEIVING COUNTRY. (ADDITIONAL TIME IS NEEDED FOR RESEARCH AND PREPARATION OF TRAINING AIDS FOR FIELD INSPECTORS).

Forward all four copies, plus maps, to Department of Agriculture, 1688 West Adams, Phoenix, AZ 85007. Submit within 15 days after planting.

The grower or seed company representative must notify the Department of Agriculture if the field is withdrawn from the export program in five (5) days.

The grower or seed company representative must notify the Department of Agriculture of the approximate day seed is to be harvested.

The seed company shall keep a record of seed grown for export. This record shall include name of grower, application number of field, crop, and where each grower's seed is stored.

The seed company representative must notify the Department of Agriculture of origin and destination when seed being processed, or seed in storage, is moved to a new location.

Records of field-inspected seed will be kept for three years by the Department of Agriculture in the county where the seed is being stored. If there is a need to maintain records on a specific lot for a longer period of time, the seed company representative will contact the Department of Agriculture.

Failure to comply with the above conditions may result in loss of identity of the seed and the inability of the Department of Agriculture to issue a Phytosanitary Certificate for the field inspected seed.

Any seed grown and inspected in Arizona and shipped to another state for processing must have serial number placed on the shipping bills. Failure to place the serial number on the shipping bills could result in the receiving state not being able to issue a phytosanitary certificate.

Inspector's Name

Date

Seed Representative

Copies to:

Department of Agriculture ☐

Grower ☐

Seed Representative ☐

Inspector ☐